



Illinois DECA Advisor & Chaperone Commitment and Expectations

August 1, 2025

Dear DECA Advisor:

Welcome to Illinois DECA. DECA prepares emerging leaders and entrepreneurs in Marketing, Finance, Entrepreneurship, Hospitality and Management. This goal can only be reached with the support of all Illinois DECA Advisors and from the administrators at your school.

OVERALL EXPECTATIONS FOR ADVISORS

General Information & Attendance

- **Attend Regional Advisor Meetings** as scheduled. Each school must have **at least one advisor in attendance**. *Note: Students are **not permitted** to attend without prior approval from the Regional President.*
- Check the ildeca.org website and the [DECA Doc](#) regularly:
Visit the **Calendar** for upcoming events and deadlines and refer to the **Handbook** for general information and guidelines.
- Mail the [State Summary Report](#) (Charter Fee and IFME dues) by September 30th to Michael Rast. (**new date and process 2025**)
- **Complete initial online membership registration** and payment to National DECA. by November 15th/November 30th
- Send Chapter Roster as a PDF to admin@ildeca.org by **November 30, 2025**.
Important: Chapters that do not submit state membership information, charter documents, and IFME payments by the deadline will incur a **\$100 penalty** and will be **unable to participate in any IL DECA activities** until proper documentation is submitted.

Illinois Career Development Conference (IL DECA CDC)

- Attending Advisors and Chaperones will be **required to assist with events** or / assist in other duties as assigned (i.e. walking halls, chaperoning social events, security, possibly judging events). Advisors who decline to assist when asked or do not fulfill their assigned duties may jeopardize their chapter attending IL CDC the following year.
- As has been the standard for over 40 years, all attendees **must stay at the designated conference hotel**. This policy is in place to ensure safety and to meet our contractual obligations with the hotel.
- **Nightly check-ins:** After checking all student rooms each night during IL CDC, advisors must report to the Security Advisor.
- **Departure procedure:** Before leaving the hotel on Saturday following the Grand Awards Ceremony, submit your Hotel Room Check card to the hotel front desk.

International Career Development Conference (ICDC)

- Advisors attending ICDC will be **required to assist with events** and Chaperones may be required to assist with events as assigned by DECA Inc.
- **Attending Opening & Closing Sessions** at ICDC is part of the experience. Plan to attend the opening and closing sessions. Designated seating provided by ICDC.
- **Departure procedure:** Turn in your Hotel Room Check card at the Hotel Front Desk prior to leaving at the end of the conference.

Failure to meet any of the Illinois DECA Advisor Expectations may result in your chapter's exclusion from future DECA events including the Competitive Events.

DECA CONFERENCE ADVISOR AND CHAPERONE COMMITMENT & RESPONSIBILITIES

A. Student Conduct Responsibilities

Chapter advisors are responsible for reviewing the [Member Code of Conduct](#) form with all students attending any DECA conference. Advisors must ensure that students sign and fully understand their responsibilities as DECA delegates.

B. Student Accountability

Chapter advisors must be aware of their students' whereabouts at all times during DECA events. Advisors should establish and communicate clear expectations with their students prior to the conference to ensure compliance with this requirement.

C. Emergency Contact Information

Advisors are required to have, on-site at all conferences, a complete list of their student delegates, including home telephone numbers, parent/guardian names, and a signed medical release form for each student.

D. Curfew and Daily Meetings

Curfew will be strictly enforced. Chapter advisors are responsible for conducting physical room checks to confirm all students are in their assigned rooms each night. Additionally, advisors must hold a daily debriefing meeting with their students at both the State and International Conferences to review the next day's schedule and expectations.

E. Prohibited Substances

The use of tobacco/nicotine products, vaping devices, and/or marijuana is strictly prohibited at all Illinois DECA events.

F. Identification

All delegates must wear their official identification badges at all times during DECA functions.

G. Supervision and Availability

Advisors and chaperones are responsible for supervising the conduct of their delegates and must remain accessible to students at all times throughout the conference.

H. Session Attendance

Advisors are expected to sit with their students during all scheduled sessions unless they are assigned to other official responsibilities during that time.

I. Attire

Advisors and chaperones are expected to wear professional business attire during all conference business sessions and competitive events, including when serving as event directors.

J. Alcohol Policy

Advisors and chaperones must refrain from consuming alcoholic beverages during any DECA event (district, state, regional, or national) where students are present.

K. Emergency Protocol

In emergency situations where the chapter advisor cannot be reached or is unable to provide adequate supervision, the school principal or a designated administrator will be contacted. Emergencies include, but are not limited to, accidents, possession of drugs or alcohol, violations of conference rules, family emergencies, and other critical situations.

L. Reporting Infractions

Any behavioral infractions by students or advisors must be reported to the appropriate school officials.

M. Chapter Consequences

Violations of professionalism or other conference guidelines may result in Illinois DECA requiring the chapter to attend future conferences with a different school-appointed representative for a period of one year from the time of the infraction.

Please take time to review the Advisor Expectations and ensure they are shared with your school administration. It is important that your school principal (or designated administrator) reads and understands these expectations, and signs below to acknowledge the level of commitment required from your school's DECA advisor(s). If you have any questions or need additional clarification, please contact Karen.

Respectfully,

Karen Bear, Executive Director

Kendra Lee, Deputy Executive Director



ADVISOR AND CHAPERONE ACKNOWLEDGEMENT

I/We have read the **Illinois DECA Advisor & Chaperone Commitment and Expectations** and understand failure to meet all expectations may result in my/our chapter’s exclusion from Illinois DECA Events.

This signed agreement is valid for the current school year for all Illinois DECA activities.

School DECA Chapter _____

Chapter Advisor	_____	_____	_____
	(Print Name)	(Signature)	(Date)
Chapter Advisor/Chaperone	_____	_____	_____
	(Print Name)	(Signature)	(Date)
Chapter Advisor/Chaperone	_____	_____	_____
	(Print Name)	(Signature)	(Date)
Chapter Advisor/Chaperone	_____	_____	_____
	(Print Name)	(Signature)	(Date)
Chapter Advisor/Chaperone	_____	_____	_____
	(Print Name)	(Signature)	(Date)
School Principal	_____	_____	_____
	(Print Name)	(Signature)	(Date)

In case of emergency the following local administrators should be contacted:

(1st Contact)	(2nd Contact)
Name / Title _____	Name / Title _____
School Phone _____	School Phone _____
Cell Phone _____	Cell Phone _____

TO SUBMIT:

- Scan as a PDF document – NOT A JPG PHOTO - we only need the page with signatures
- Email to admin@ildeca.org by September 30, 2025

Please note: If additional chaperones are needed for ILCDC and/or ICDC, the primary chapter advisor is responsible for submitting this form with the additional chaperone’s signature prior to the respective conference.